



June 20, 2014

## **INTERNSHIP WITH THE WASHINGTON STATE POLLUTION LIABILITY INSURANCE AGENCY**

**Position objective:** this unpaid internship opportunity supports PLIA's mission by providing communication and marketing assistance to convey agency services to outside parties. Location: 300 Desmond Drive SE, Lacey, Washington 98503.

### **Duties:**

- **Film a video describing the agency's programs and strategic direction:** become familiar with the agency's mission, strategic direction and individual programs, work with employees on the appropriate message to be expressed in the video, participate in planning meetings, draft a video outline for review, film and edit video to meet agency's vision for content.
- **Website modifications:** review current information published on the agency website, draft updated information on each agency program for inclusion on the website as needed, present proposed modifications to staff for review, upload to website.
- **Other communication and marketing support:** review other agency publications and suggest updates as assigned.

**Level of supervision:** the intern will receive direct/close supervision - most work will be reviewed in progress and upon completion.

### **Working conditions:**

- Work setting: the majority of assigned work will be in a standard office setting, with some travel and outside work needed to conduct filming.
- Schedule: length of internship and hours are flexible depending on availability – office hours between 8:00 am and 5:00 pm, Monday through Friday.
- Travel: infrequent travel is anticipated.

### **Required qualifications:**

- Student pursuing a degree in visual arts, strategic communications, or other related field.
- Ability to communicate information in a clear, easily understandable manner, both in writing and orally.
- Experience in film or video production.
- Experience in website design.
- Must be able to maintain strict confidentiality and ethical behavior at all times.

### **Preferred/desirable qualifications:**

- Experience using Microsoft Office programs.
- Accept personal responsibility for the quality and timeliness of work.

To apply, please email a current resume, two or three examples of films or videos you have produced, and Letter of Interest to:

Pollution Liability Insurance Agency  
Attention: Cyndy Putscher, Operations Manager  
[cyndy.putscher@plia.wa.gov](mailto:cyndy.putscher@plia.wa.gov)

**NOTE:** application materials will be reviewed upon receipt and interviews will be scheduled shortly thereafter. We encourage interested students to apply right away to ensure their applications receive consideration.

For additional information regarding this opportunity, please contact Cyndy Putscher at (800) 822-3905 or (360) 407-0514.